

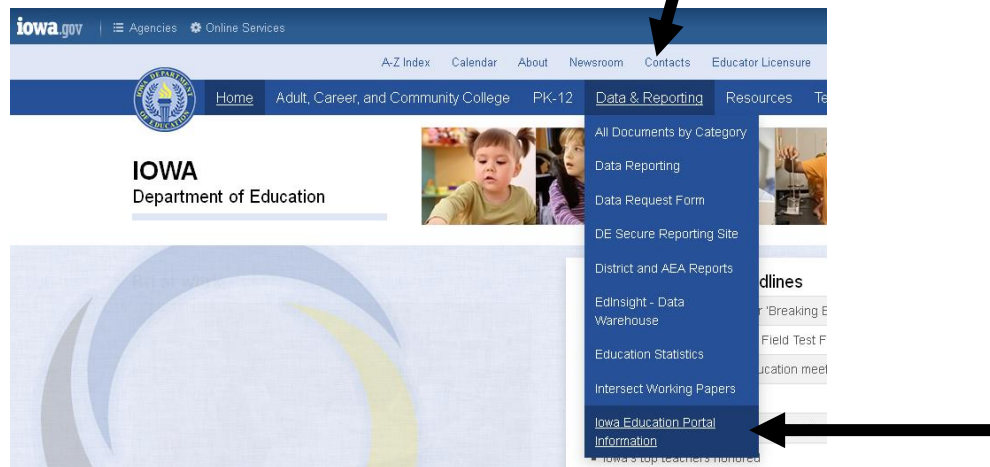
Spring Student Reporting Submission Using Flat Files

The VRF Data Collector is part of Pearson SIFWorks© located on the Iowa Education Portal and accessed using an A&A Account.

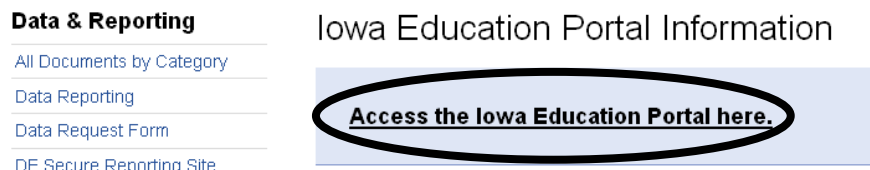
Part 1: Logging into VRF Data Collector

To access the Iowa Education Portal:

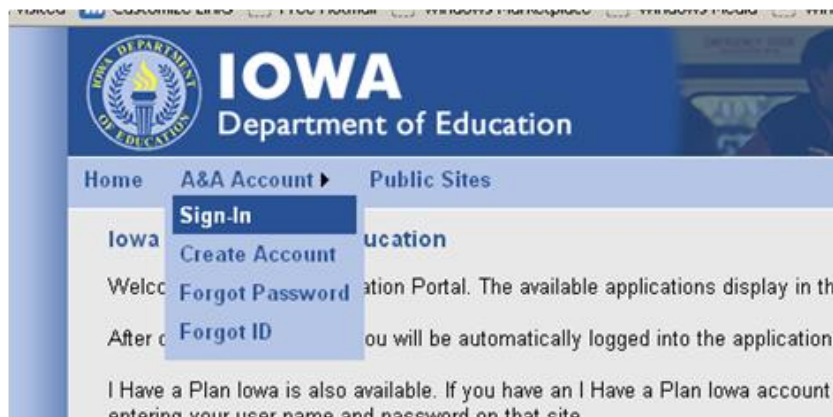
1. Go to www.educateiowa.gov
2. Click *Data & Reporting* in the menu bar
3. Pull down and click *Iowa Education Portal Information*



4. Click on *Access the Iowa Education Portal here.*

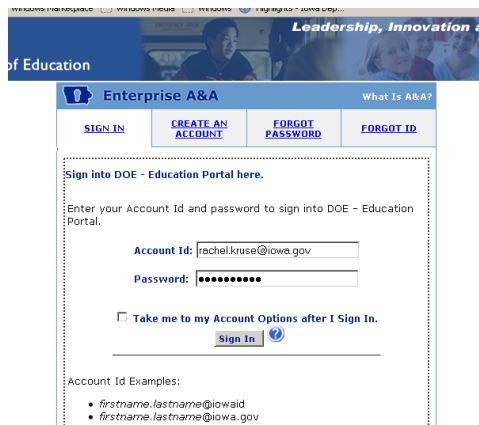


5. Highlight *A&A Account* in the menu bar and click *Sign-In*



Spring Student Reporting Submission Using Flat Files

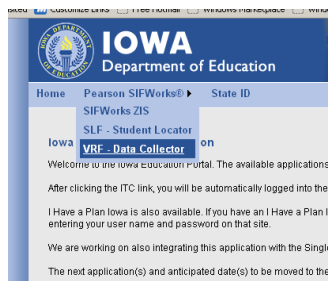
6. Enter your A&A Account ID and Password



Welcome to the Iowa Education Portal. As applications are bought into the portal their names will appear in the menu bar.

To access VRF Data Collector:

7. Highlight *Pearson SIFWorks®* in the menu bar and click *VRF Data Collector*



Spring Student Reporting Submission Using Flat Files

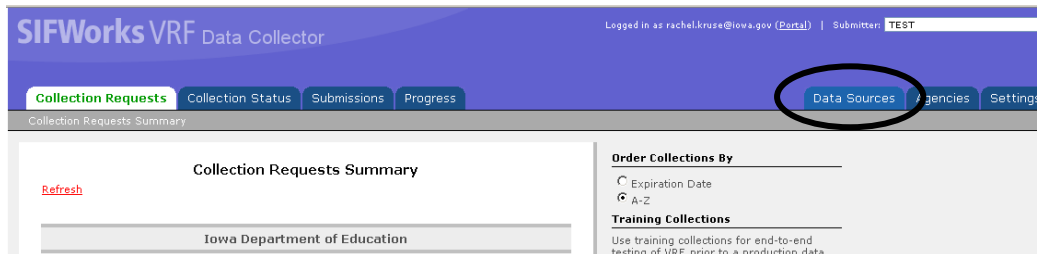
Welcome to VRF Data Collector. This is where you will upload data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

Part 2: Uploading Files into VRF Data Collector

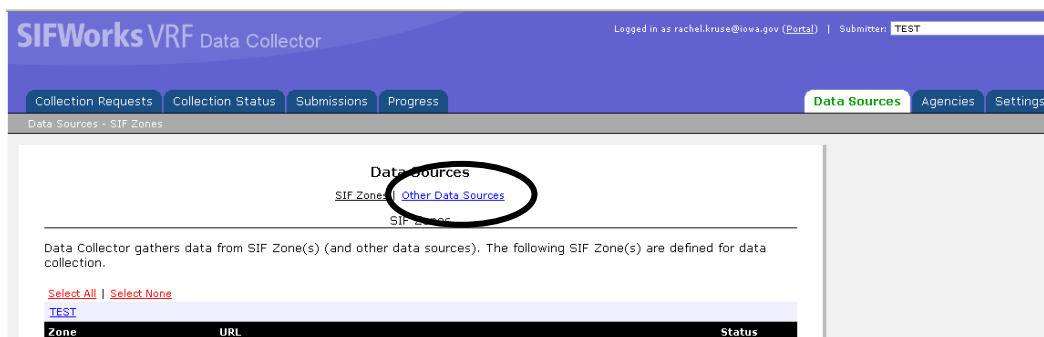
Prior to executing the steps below, extract state reporting file(s) and save to your desktop. It is suggested to give the file a meaningful name. You may extract one file per district or one file per building.

Note: Do NOT use special characters when naming a file (e.g. #, !, *)

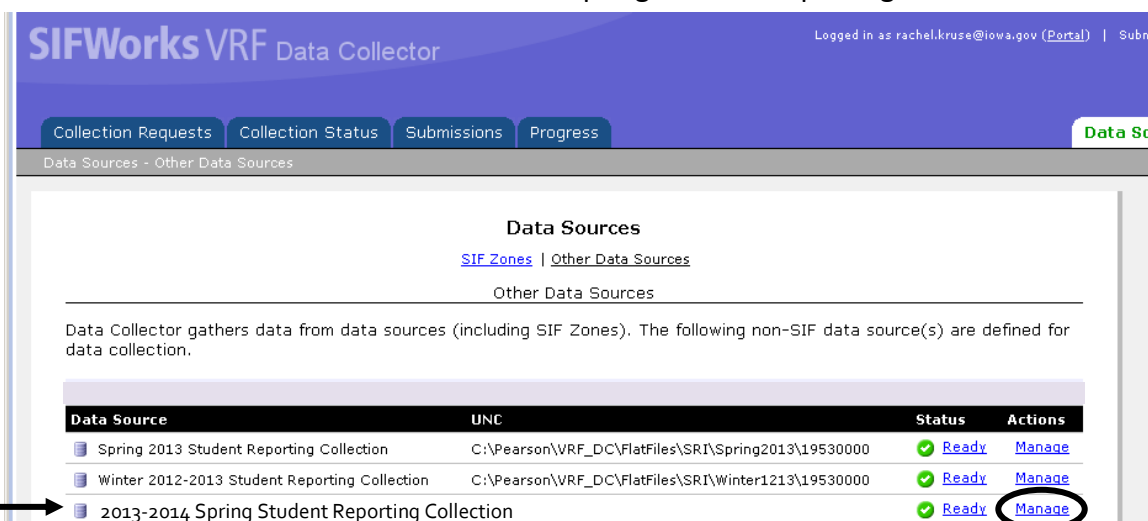
1. Click *Data Sources* tab on the right side of the menu bar.



2. Click *Other Data Sources*



3. Find the line under Data Source for 2013-2014 Spring Student Reporting Collection and click *Manage*



Spring Student Reporting Submission Using Flat Files

4. Click *Upload File(s)*

The screenshot shows the 'SIFWorks VRF Data Collector' interface. The user is logged in as rachel.kruse@iowa.gov. The navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The breadcrumb trail is 'Data Sources - Other Data Sources > Manage Files'. The main heading is 'Manage Files' with a subtitle 'Other Data Sources – Spring 2013-2014 Student Reporting Collections'. Below this, it says 'Use the options below to manage files for this data source.' and provides links: 'Select All', 'Select None', and 'Upload File(s)'. A table titled 'Currently Uploaded File(s)' has columns 'File Name', 'Upload Date', and 'Size'. Below the table are links: 'Upload File(s)', 'Delete Selected', and 'Cancel'. The 'Upload File(s)' link is circled in red.

5. Click *Browse*, find the file on your computer and click *Upload*

The screenshot shows the 'SIFWorks VRF Data Collector' interface. The user is logged in as rachel.kruse@iowa.gov. The navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The breadcrumb trail is 'Data Sources - Other Data Sources > Manage Files > Upload File'. The main heading is 'File Upload' with a subtitle 'Other Data Sources – SRISpring1314'. Below this, it says 'Use the form below to upload files to the data source.' There is an 'Upload' section with the following information: 'Data Source Name: SRISpring1314', 'Target UNC Location: C:\Pearson\VRF\FlatFiles\SRISpring1314\02610000', and 'File To Upload: Browse... No file selected.' An arrow points to the 'Browse...' button. Below the form are links: 'Upload' and 'Cancel'. The 'Upload' link is circled in red.

The file is listed under *Currently Uploaded File(s)*. If another file is needed, repeat steps 4 and 5. Once all files have been uploaded, click *Collection Requests* on the left side of the menu bar.

The screenshot shows the 'SIFWorks VRF Data Collector' interface. The user is logged in as rachel.kruse@iowa.gov. The navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The breadcrumb trail is 'Data Sources - Other Data Sources > Manage Files'. The main heading is 'Manage Files' with a subtitle 'Other Data Sources – 2013-2014 Spring Student Reporting Collection'. Below this, it says 'Use the options below to manage files for this data source.' and provides links: 'Select All', 'Select None', and 'Upload File(s)'. A table titled 'Currently Uploaded File(s)' has columns 'File Name', 'Upload Date', and 'Size'. The table contains one row: 'Practice File.txt', 'April 10, 2014 08:15:22', and '(736 bytes)'. Below the table are links: 'Upload File(s)', 'Delete Selected', and 'Cancel'. The 'Collection Requests' link in the navigation bar is circled in red.

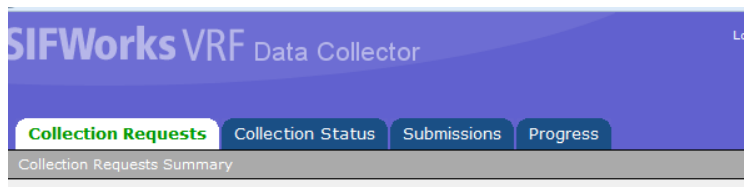
Spring Student Reporting Submission Using Flat Files

Part 3: Starting a Collection and Validating Files

Find the section for the current Student Reporting Collection.

1. Click *Start Collection*.

Note: If resubmitting a file click Start/Stop Collection.



Collection Requests Summary

[Refresh](#)

Iowa Department of Education



2013-2014 Spring Student Reporting Collection

Collects Spring 2013-2014 Student Reporting in Iowa (SRI) data.

For help with this collection request contact:

Margie Hanson: margaret.hanson@iowa.gov (515-281-3214)

Rachel Kruse: rachel.kruse@iowa.gov (515-281-4153)

Gary Kirchhoff: gary.kirchhoff@iowa.gov (515-281-6278)

Submissions: April 15, 2014 - July 01, 2014

Expiration Date: July 01, 2014 (in 75 days)

Collection Request: SRISpring1314 Version 0.3

Status: This collection has never been submitted.

Submission Number: 1 (attempt 0)

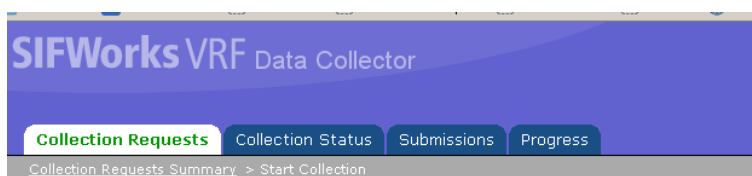
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

NOTE: If you are resubmitting a file you will click Start/Stop Collection.

-OR-

Submissions: April 15, 2014 - July 01, 2014 2013
Expiration Date: July 01, 2014 (in 75 days)
Collection Request: SRISpring1314 Version 0.3
Status: Data Collection completed successfully to PM.
Submission Number: 1 (attempt 0)
Actions: [Start/Stop Collection](#)
[Validate](#)
[Cancel](#)
[Add New Scheduled Collection](#)

- 2a. First Time – Click *Start Data Collection*



2013-2014 Spring Student Reporting Collection

Start Collection — Submission Number 1 (attempt 0)

To start data collection click the Start Data Collection link.

Click the triangle (arrow) to the left of the name of the Data Source Type, to expand or collapse the details for the data source.

[Start Data Collection](#)

Data Source Type	Status	Action
▶ Flat Files	✓ Ready	Manage

NOTE: If your district has been set up with a SIF Zone, click the radio button next to Flat Files before clicking Start Data Collection.

2013-2014 Spring Student Reporting Collection

Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data source(s) from which to collect data. Then click the Start Data Collection link.

Click the triangle (arrow) to the left of the name of the Data Source Type, to expand or collapse the details for the data source.

[Start Data Collection](#)

Data Source Type	Status	Action
<input type="radio"/> SIF Zone	✓ Connected	None
▶ <input checked="" type="radio"/> Flat Files	✓ Ready	Manage

Spring Student Reporting Submission Using Flat Files

2b. Re-Submitting - If you are re-submitting files, click *Restart* on the line for Flat Files.

Note: You will have a message asking 'Are you sure you want to restart collection on this item?' click *OK*.

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary > Start Collection

2013-2014 Spring Student Reporting Collection

Start/Stop Collection — Submission Number 1 (attempt 1)

Start, stop, or restart collection on a data source, by clicking on the link in the Action column.

Data Source Type	Status	Collection Status	Action
Flat Files	✓ Ready	Complete	Restart

-OR-

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary > Start Collection

2013-2014 Spring Student Reporting Collection

Start/Stop Collection — Submission Number 1 (attempt 1)

Start, stop, or restart collection on a data source, by clicking on the link in the Action column.

Data Source Type	Status	Collection Status	Action
SIF Zone	✓ Connected	Not Started	Start
Flat Files	✓ Ready	Complete	Restart

3. Click *Refresh* to see the status of the data collection.

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary

[Refresh](#)

Iowa Department of Education

2013-2014 Spring Student Reporting Collection

For help with this collection request contact:
Margie Hanson: margaret.hanson@iowa.gov (515-281-3214)
Rachel Kruse: rachel.kruse@iowa.gov (515-281-4153)
Gary Kirchhoff: gary.kirchhoff@iowa.gov (515-281-6278)

Submissions: April 15, 2014 - July 01, 2014
Expiration Date: July 01, 2014 (in 75 days)
Collection Request: SRISpring1314 Version 0.3
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

Spring Student Reporting Submission Using Flat Files

- Once the status reports the data collection has completed, click *Validate*. This will send the data through a series of validations checks to find errors in the data.

SIFWorks VRF Data Collector

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#)

Collection Requests Summary

[Refresh](#)

Iowa Department of Education

2013-2014 Spring Student Reporting Collection

For help with this collection request contact:
Margie Hanson: margaret.hanson@iowa.gov (515-281-3214)
Rachel Kruse: rachel.kruse@iowa.gov (515-281-4153)
Gary Kirchhoff: gary.kirchhoff@iowa.gov (515-281-6278)

Submissions: April 15, 2014 - July 01, 2014
Expiration Date: July 01, 2014 (in 75 days)
Collection Request: SPRSpring1314 Version 0.3
Status: Data Collection completed successfully today at 09:05:57 AM.
Submission Number: 1 (attempt 0)
Actions: [Start/Stop Collection](#)
[Validate](#)
[Cancel](#)
[Add New Scheduled Collection](#)

- Validations may take a few seconds to a few minutes to complete. Once completed, click *View Validation Exceptions Report*. This will show a list of errors and warnings.

SIFWorks VRF Data Collector Logged in as rachel.kruse@iowa.gov (Portal) | Su

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#) [Data](#)

Collection Requests Summary > Validate

Validation Status

Complete

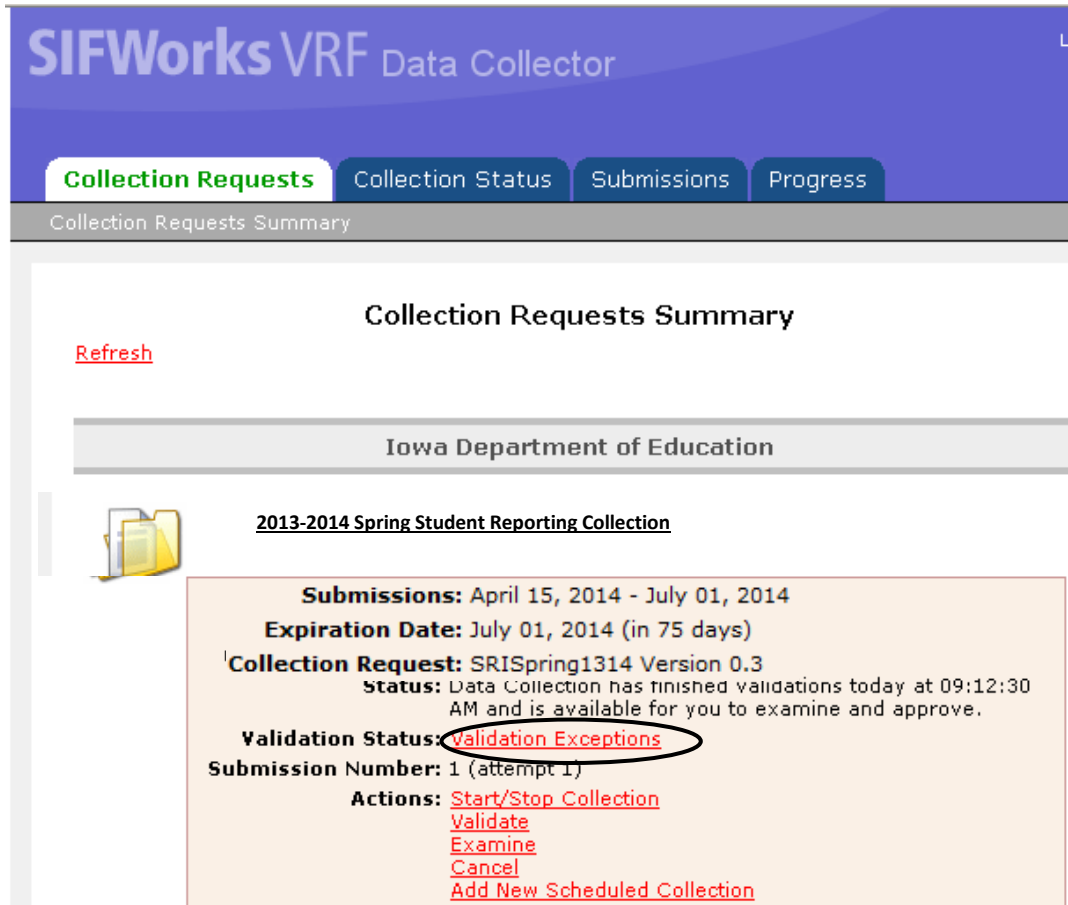
Validation Complete (Elapsed Total Time: 00:00:16)

Found some validation exception [View Validation Exceptions Report](#)

Spring Student Reporting Submission Using Flat Files

- OR -

Click *OK*, it will take you to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.



The screenshot displays the SIFWorks VRF Data Collector interface. At the top, there is a blue header with the text "SIFWorks VRF Data Collector". Below the header, there are four tabs: "Collection Requests" (highlighted in green), "Collection Status", "Submissions", and "Progress". Under the "Collection Requests" tab, the page title is "Collection Requests Summary".

Below the header, there is a section titled "Collection Requests Summary" with a "Refresh" link. Underneath this, there is a grey bar with the text "Iowa Department of Education".

Below the grey bar, there is a yellow folder icon and the text "2013-2014 Spring Student Reporting Collection". To the right of the folder icon, there is a box containing the following information:

- Submissions:** April 15, 2014 - July 01, 2014
- Expiration Date:** July 01, 2014 (in 75 days)
- Collection Request:** SRISpring1314 Version 0.3
- Status:** Data Collection has finished validations today at 09:12:30 AM and is available for you to examine and approve.
- Validation Status:** Validation Exceptions (circled in red)
- Submission Number:** 1 (attempt 1)
- Actions:** [Start/Stop Collection](#), [Validate](#), [Examine](#), [Cancel](#), [Add New Scheduled Collection](#)

Spring Student Reporting Submission Using Flat Files

Part 4: Viewing and Correcting Errors

1. The validation exceptions report shows 'Fatal' errors - items that must be corrected before the data can be moved to the next stage, 'Critical Warnings' –items that will become errors in SRI if not corrected and 'Warnings'- items that may or may not need to be corrected. All corrections must be made in the SIS and a new file uploaded. No corrections are able to be made on the screen in VRF-Data Collector. Use the Message and Description to identify the error and use the Record Identifying Fields to identify the student or course with the error.

Note: It is suggested to download this report to Excel. Click *Export to file* in the upper right. To see a list of errors by building, sort the Excel spreadsheet on column E, Record Identifying Fields.

Collection Request: 2013-2014 Spring Student Reporting Collection		Submission Num: 1	Attempt: 4	Export to file
LEA Name: 		LEA State Id: 	Validation Type: this collection	
Error Number	Error Level	Message	Description	Record Identifying Fields
SE.303.10	Fatal	Course Origination '2' is invalid	Course Origination cannot be '2' for non-gifted/talented student in grade 9 or 10	'0209' = School, 'HSC 120 DMACC' = Local Course Title, '211' = Local Course Number, '2' = Local Course Section
SCR.001		Must be present - State Student Id on S.6 Student	Invalid because State Student Id is required but is blank	'0172' = School, 'null' = State Student Id, 'null' = Student Last

2. Again, all corrections must be made in the SIS and a new file exported and uploaded. To upload a new file, repeat the entire process. In VRF-Data Collector click on *Data Sources, Other Data Sources*, and *Manage* on the line for Spring 2014 Student Reporting Collection (see Part 2, Steps 1-3). The old file must be deleted before the new file is uploaded.

To Delete a File:

Click the box next to the name of the file to be deleted and click *Delete Selected*.

Note: This is why you will want meaningful file names.

You may delete more than one file at a time. A message will appear asking 'Are you sure you want to delete the selected file?' click *OK*.

SIFWorks VRF Data Collector

Logged in as rachel.kruse@iowa.gov

Collection Requests | Collection Status | Submissions | Progress

Data Sources - Other Data Sources > Manage Files

Manage Files

Other Data Sources –2013-2014 Spring Student Reporting in Iowa Collection

Use the options below to manage files for this data source.

Select All | Select None | Upload File(s)

File Name	Upload Date	Size
<input type="checkbox"/> CTEaddedCrs.txt	April 10, 2014	(2406 bytes)
<input type="checkbox"/> SV 130213 mod.txt	April 10, 2014	(2046218 bytes)
<input checked="" type="checkbox"/> AHS 130213 mod.txt	April 10, 2014	(3517694 bytes)

Upload File(s) | Delete Selected | Cancel

Continue the process starting with Part 2, Step 4.

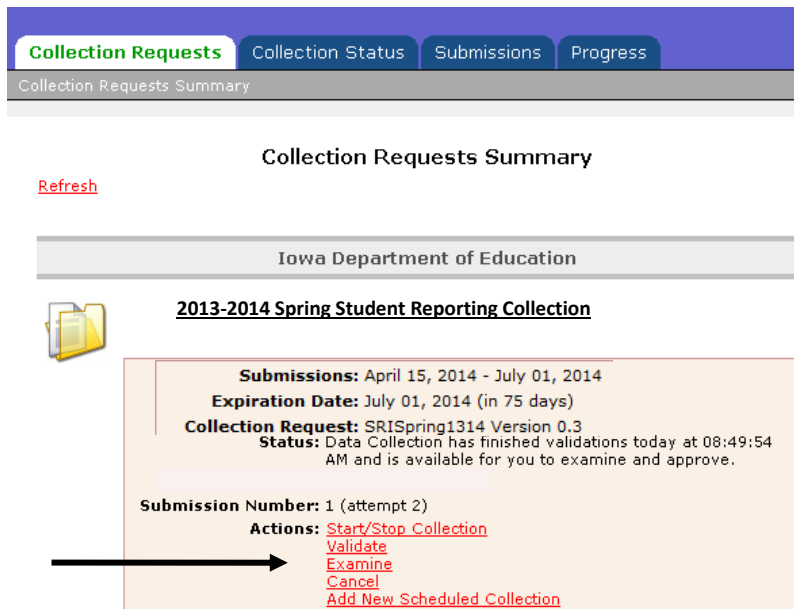
Spring Student Reporting Submission Using Flat Files

Part 5 (OPTIONAL): Viewing Data Reports

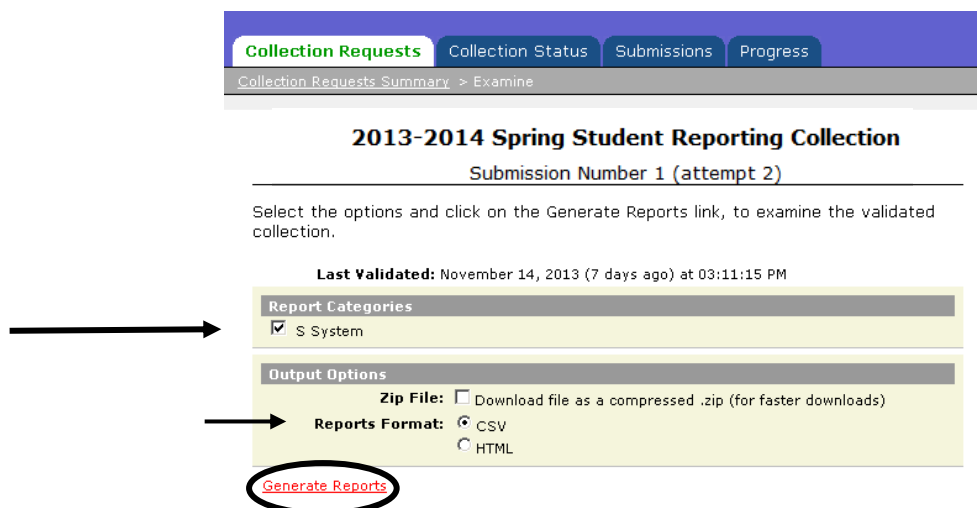
Data should be moved into SRI to view reports as the reports in SRI are much more user friendly. However, sometimes it may helpful to view a report in VRF.

Log into VRF Data Collector (see Part 1 for details). If you are already in VRF Data Collector and not on the home screen, click *Collection Requests* in the upper left.

1. On the main screen in VRF Data Collector, click *Examine* under Actions in the correct collection area.




2. Click the box next to S System, click in the circle next to CSV, and click *Generate Reports*.
Note: Reports Format – CSV is best if saving report in spreadsheet format and HTML is best if just viewing report on screen.



Spring Student Reporting Submission Using Flat Files

- Click into a report to view. If incorrect data is found corrections must be made in the SIS and a new file extracted and uploaded.

[Generate Reports](#)










Reports
 S.0 Expected_Buildings.html
 S.1 Demographic_Record.html
 S.2 Enrollment_Record.html
 S.3 Removal_Record.html
 S.4 Course_Record.html
 S.5 Section_Record.html
 S.6 Student_Course_Record.html
 S.7 Header_Record.html
 S.8 Trailer_Record.html

Example of when a system report may be helpful.

Q: I clicked *Validate* but I do not see 'Validation Exceptions'. Is my data correct?










A: Generate the system reports as described above. If you see '0' in all categories check to see if a file has been uploaded. Click *Data Sources*, *Other Data Sources*, and *Manage* next to Spring 2014 Student Reporting Collection (Part 2, Steps 1-3).

[Generate Reports](#)

Reports	Valid	Invalid	Total
 S.0 Expected_Buildings.html	0	0	0
 S.1 Demographic_Record.html	0	0	0
 S.2 Enrollment_Record.html	0	0	0
 S.3 Removal_Record.html	0	0	0
 S.4 Course_Record.html	0	0	0
 S.5 Section_Record.html	0	0	0
 S.6 Student_Course_Record.html	0	0	0
 S.7 Header_Record.html	0	0	0
 S.8 Trailer_Record.html	0	0	0

If counts seem reasonable and no invalid records exist, you are ready to move your data into SRI.

[Generate Reports](#)

Reports	Valid	Invalid	Total
 S.0 Expected_Buildings.html			3
 S.1 Demographic_Record.html	769	0	769
 S.2 Enrollment_Record.html	776	0	776
 S.3 Removal_Record.html	17	0	17
 S.4 Course_Record.html	511	0	511
 S.5 Section_Record.html	1283	0	1283
 S.6 Student_Course_Record.html	17404	0	17404
 S.7 Header_Record.html	2	0	2
 S.8 Trailer_Record.html	2	0	2
Total counts:			
	20764	0	20767

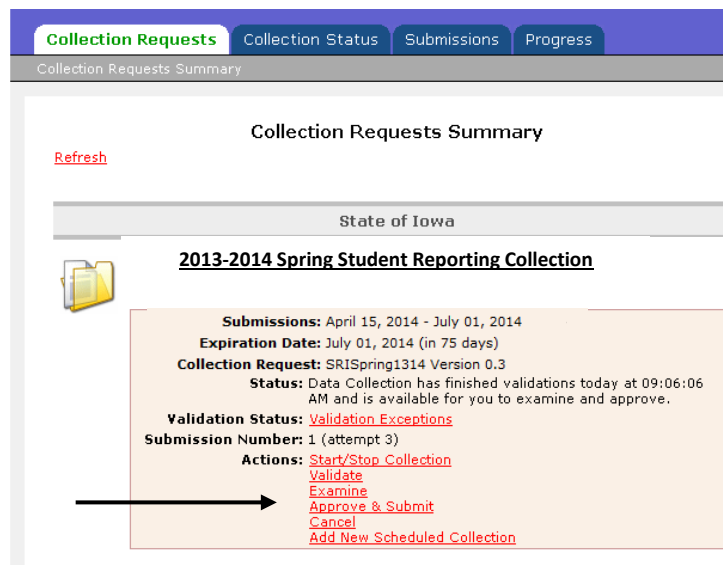
Spring Student Reporting Submission Using Flat Files

Part 6: Moving Data into Student Reporting in Iowa (SRI)

Once all errors have been corrected the data must be moved into Student Reporting in Iowa. This will allow you to view your data through several different reports.

On the main screen, Collection Requests, in VRF Data Collector click *Approve & Submit*. This will move the data into Student Reporting in Iowa where your data will go through another set of validation checks and produce reports for you to view.

Note: If 24 hours have passed since *Validate* was last clicked, the data must be re-validated before it can be moved into Student Reporting in Iowa.



It may take 20-30 minutes for the data to move into SRI.

Spring Student Reporting Submission Using Flat Files

Part 7: Viewing Data in SRI

Winter Student Reporting in Iowa (SRI) is in the Portal.

1. Log into the Iowa Education Portal (Part 1, Steps 1-5)
2. Move cursor to EdInfo > Student Level Applications > Student Reporting in Iowa



3. Click *Spring 2013-2014*

Note: To move from directly from VRF into SRI click *Portal* in the far upper right and follow steps 2-3 above. Remember, if data was just submitted it may take 20-30 minutes for data to show in SRI.

